



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000
www.dca.ca.gov/bsis



APPLICATION FOR FIREARM PERMIT

ALL FEES ARE NON-REFUNDABLE

☐ Initial Application☐ Renewal Application

Firearm Permit # : _____

Expiration Date: _____

Note: For renewal applications,
provide your current firearm permit
number and expiration date.

1. Please complete all information in this section.

Last Name: _____		First Name: _____	Middle Name: _____
Street Address (or Post Office Box), City, State, and Zip Code: _____			Driver's License Number: _____
Date of Birth (Month, Day, Year) _____	Social Security Number: _____		Telephone Number: _____ () _____

2. If you are licensed, please check the box that describes your license type. If you are applying for a license, write "applying" in the space provided for the license number.

License Type	License #	Exp. Date	License Type	License #	Exp. Date
<input type="checkbox"/> Private Investigator	_____	_____	<input type="checkbox"/> Security Guard	_____	_____
<input type="checkbox"/> Private Patrol Operator	_____	_____	<input type="checkbox"/> Alarm Agent	_____	_____
<input type="checkbox"/> Alarm Company Operator	_____	_____			

3. Please answer the following questions with a Yes or No.

- Are you an active duty peace officer, as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code?
Yes ☐ No ☐
- Are you required to qualify with a weapon on the range at least twice annually with your law enforcement agency?
Yes ☐ No ☐

4. Please answer the following questions. If you answer "Yes", provide an explanation below.

- Are you currently on bail or on your own recognizance for an arrest for a crime other than a minor traffic violation? Yes ☐ No ☐
- Have you ever been convicted of any crime or entered a plea of nolo contendere? This includes misdemeanors and felonies regardless of the length of time which has passed since their occurrence. (Convictions dismissed under section 1203.4 of the Penal Code must be disclosed. Minor traffic violation(s) resulting in a fine of \$499 or less need not be disclosed.)
Yes ☐ No ☐
- Are you currently addicted to the use of narcotic or hypnotic drugs? Yes ☐ No ☐

5. Read carefully before signing below: I understand that my firearm permit will authorize me to carry an exposed loaded firearm of the caliber(s) listed on my permit only while on duty or while directly en route to or from my home, to my worksite or a firearm range (PC 12031 (d) (5)). I also understand that no private patrol operator licensee or registered security guard shall use or wear a firearm unless he or she is wearing a uniform. At all other times, the firearm **shall** be unloaded and kept in a locked container during the course of travel (PC 12026.2 (a) and (b)). If not wearing a uniform, the firearm **must** be unloaded and locked during the course of travel. Persons authorized to carry a concealed weapon are exempt from these requirements.

I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of a firearm permit.

Applicant Signature: _____

Date: _____

CERTIFICATION OF FIREARM RANGE QUALIFICATION

TO BE COMPLETED BY INSTRUCTORS ONLY!

NOTE TO THE INSTRUCTOR: This document may not be released to the applicant until all information required below has been completed, including your original signature. Use one color ink. Any corrections must be initialed by the instructor. In the "Course Completed" section below, be sure to draw a line through those boxes that are not used to document "Caliber" and "Range Score(s)". This will ensure that nothing is added to that section after completion by the instructor. Note: all required requalifications for renewal must be completed on this form, and must be submitted at the time of renewal.

In accordance with the standards established by the Bureau of Security and Investigative Services, I certify that the individual named in this application has qualified with a minimum score of 80 percent on a course of fire as prescribed by the Bureau, and has passed with a minimum score of 85 percent or more on the Bureau-approved written examination. Passing a written examination is **only** required at the time of the initial application and the renewal of the firearm permit.

Facility Name: _____

Facility Address: _____

Facility Certificate #: _____ Expiration Date: _____

Course	Exam Date	Pass/Fail	Range Date	Calibers				Range Qualification Pass/Fail			
INITIAL											
Adding Calibers											
1 st Requalification											
2 nd Requalification											
3 rd Requalification											
Renewal 4 th Requalification											

(do not write in shaded area)

Citizenship or Permanent Residence Verification: Pursuant to Sections 7583.23, 7585.8, 7596.3 and 7596.7 of the Business and Professions Code, I hereby certify that I have seen the following document which meets the requirements of these Sections.

Type of Document: _____ Document Number: _____
(If birth certificate, indicate city and state)

I declare under penalty of perjury, under the laws of the State of California, that the information supplied above is true and correct to the best of my knowledge.

Instructor License No.: _____ Instructor Telephone Number: _____

License Expiration Date: _____ Instructor Signature: _____
(Original Signature Only)

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**GENERAL INFORMATION FOR COMPLETING FIREARM PERMIT APPLICATION****FEES**

Firearm permits are issued for a period of two years.

Permit fees reflect the two-year licensing period.

Initial Applications	Fees	Subsequent Applications	Fees
Initial Application	\$80	Renewal Application	\$60
*DOJ Fingerprint Card	\$32		
*FBI Fingerprint Card	\$24		
Firearm Eligibility	\$28	Firearm Eligibility	\$28
Total	\$164	Total	\$88

*Collection of these fees is authorized by Section 11105(e) of the California Penal Code; and Sections 7583.26 and 7596.82 of the Business and Professions Code.

EXPLANATION OF SECTIONS ON APPLICATION FORM

All sections of the application must be completed pursuant to Title 16, California Code of Regulations, section 601. Deficient applications will not be processed.

Section 1: Applicant Information - Name, Date of Birth, Driver's License Number, Social Security Number¹, Mailing Address² and Telephone Number of the person who is applying for the firearm permit.

Section 2: Type of License Applied For or Currently Possessed - Check the type of license applied for and give specific information regarding your current active licenses. Firearm permit applications will not be processed unless you have applied for or currently possess a valid license as a private investigator, private patrol operator, alarm company operator, or registration as a security guard or alarm agent.

Section 3: Active Duty Law Enforcement Officer Disclosure - As of January 1, 1997, Business and Professions Code sections 7522 and 7582.2 (Stats. of 1996, ch. 710; SB 1375), require active duty **peace officers** who perform the duties of an **armed private security officer, armed private investigator, armed private patrol operator, or armed alarm company operator or agent** to maintain a qualifying license/registration and a firearm permit. If you are an active duty peace officer as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code, and are currently authorized by your employing agency to carry a firearm, you are **exempt** from completing a firearm training course but will be required to submit proof of active duty status before issuance of a firearm permit.

Section 4: Criminal History Disclosure - The information requested is required under sections 7542, 7583.24, 7583.25, 7596.8, 7596.81 of the Business and Professions Code. It will be used to determine eligibility for a firearm permit. A firearm permit will not be issued if: (1) an applicant has been convicted of a felony and has not received a pardon; (2) an applicant's felony conviction has not been reduced to a misdemeanor; (3) an applicant has been determined to be a danger to others; or, (4) if an applicant otherwise has been prohibited by the Penal Code from carrying a firearm. A criminal background investigation is conducted on all applicants.

Section 5: Signature Required - Signature is required under declaration of understanding.

1 Disclosure of your Social Security number (SSN) is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405(c)(2)(C)) authorizes collection of your SSN. Your SSN will be used exclusively for tax enforcement purposes, or for purposes of compliance with any judgment or order of family support in accordance with Section 17520 of the Family Code. If you fail to disclose your SSN, your application for initial or renewal license will not be processed, and you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

2 Your name and address entered on the application forms may become public information subject to disclosure. Upon issuance of a license or registration, your name and address entered on the attached forms SHALL become public information subject to disclosure pursuant to the California Public Records Act (Gov. Code Section 6250 et seq.) and the Information Practices Act (Civ. Code section 1798.61).

Checklist

Application - Complete every section of the application. If a section of the application does not apply to you, please indicate by writing “not applicable” or “N/A” in that section.

Requirements to obtain a firearm permit are as follows:

Initial firearm permit:

- Submit a completed Application for Firearm Permit,
- Certification of Firearm Range Qualification,
- **Two** completed fingerprint cards and \$164,
- Department of Justice, Firearm Qualification Form (FEA)
- Any other required documentation as applicable

Mail your application to:

Bureau of Security and Investigative Services
P. O. Box 989002
West Sacramento, CA 95798-9002

Initial firearm permit, using Live Scan:

- Submit a completed Application for Firearm Permit,
- Certification of Firearm Range Qualification,
- Second copy of the Live Scan form (BCII 8016) received at the Live Scan site,
- Department of Justice, Firearm Qualification Form (FEA)
- The Firearm Permit fee of \$80
- Any other required documentation as applicable

Renewal of a firearm permit:

- Submit a completed Application for Firearm Permit,
- Certification of Firearm Range Qualification and \$88
- Department of Justice, Firearm Qualification Form (FEA)
- Any other required documentation as applicable.

Fingerprint Cards OR Live Scan

The cards must be Department of Justice (FD-258) fingerprint cards. The information on the cards must be printed legibly or typed in **BLACK INK ONLY**, and you must provide details of your physical description, such as date of birth, place of birth, etc. You must sign your fingerprint cards in the appropriate space. Affix fingerprint cards to your application. Fingerprint cards **must not be folded**. Use an 8”x11” envelope to submit your application and fingerprint cards to the Bureau.

It is suggested that fingerprints be taken at a local Department of Justice (DOJ) office or your local law enforcement agency—please be advised that you should write or call first to arrange a convenient time. The DOJ and the Federal Bureau of Investigation (FBI) may increase fingerprint-processing fees without notice to cover the processing.

Live Scan Fingerprinting

Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background checks and responses. The Bureau strongly encourages the use of Live Scan for submitting fingerprints to the DOJ and FBI. Live Scan is much faster and more efficient than fingerprint cards and we would prefer that you use Live Scan.

Live Scan is easy to use. Simply go to the nearest Live Scan station to have your fingerprints submitted to the DOJ and FBI. Pay the Live Scan operator the \$32 DOJ fingerprint processing fee and the \$24 FBI fingerprint processing fee, as well as the Live Scan site fee. If you are applying for a firearm permit, you must pay the \$28 DOJ Firearm Eligibility Application (FEA) Processing fee at the site. NOTE: The fee set by each Live Scan site varies. The Bureau does not set the price.

Live Scan Sites and Forms

You may visit the Bureau's Web site at “www.dca.ca.gov/bsis” to link to the Live Scan sites and/or Live Scan form to be used by the Bureau’s applicants. You may also call the Bureau at 916-322-4000 to request a form and/or a referral to a Live Scan site in your area.

Certificate of Firearm Range Qualification

Each applicant must have completed the prescribed firearm training pursuant to specified sections of the California Penal and Business and Professions Codes. Applicants applying for renewal of a firearm permit must requalify by completing the prescribed firearm training. A licensed firearm instructor, employed by a licensed firearm training facility, must verify this training. The instructor must complete the Certification of Firearm Range Qualifications form that is provided on the reverse side of your Application for Firearm Permit.

Application Processing

Your application for a firearm permit will be evaluated and you will be notified in writing of any deficiencies. The status of your application may not be available for 45-60 days from the date it was submitted. An application is complete only upon receipt by the Bureau of all required forms, documents and the payment of all appropriate fees. Applications not completed within one year will be considered abandoned. All applicants for licensure must meet current statutory and regulatory requirements that are in effect at the time a license is issued.

Note: Per California Civil Code, Section 1798.17 (Information Practices Act), the Chief of the Bureau is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review their records, unless the records are exempt by Section 1798.40 of the Civil Code.

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